

TEXAS BOARD OF NURSING
3.1.1.a. - c. EDUCATION GUIDELINE
Proposal to Establish a New Pre-Licensure
Nursing Education Program

Revised: 09/22/2022

All pre-licensure nursing education programs in Texas must be approved/licensed by the:

- Texas Workforce Commission (TWC) and/or the Texas Higher Education Coordinating Board (THECB), as applicable, unless deemed exempt from needing their approval/licensing; **and**
- the Texas Board of Nursing (BON).
- **Entities desiring to start a nursing education program that are not approved as a school/college must establish a school/college identity and be approved by the TWC as a career school or college (proprietary school) prior to seeking approval for the proposed nursing education program unless deemed exempt by the TWC.** (It is imperative that this process for approval by TWC and/or THECB be underway prior to initiating a proposal with the BON.)

Note: The initial approval process of a new school of nursing or education program that is deemed exempt from approval/licensing by the TWC and/or the THECB is the sole responsibility of the Texas BON.

The Texas Nursing Practice Act, Section 301.157(d-6) related to Programs of Study and Approval requires that:

“The board, in cooperation with the Texas Higher Education Coordinating Board and the Texas Workforce Commission, shall establish guidelines for the initial approval of schools of nursing or educational programs. The guidelines must:
 (1) identify the approval processes to be conducted by the Texas Higher Education Coordinating Board or the Texas Workforce Commission; (2) require the approval process identified under Subdivision (1) to precede the approval process conducted by the board; and (3) be made available on the board’s internet website and in a written form.”

INSTRUCTIONS AND GUIDELINE FOR THE PROPOSAL PROCESS

1. The governing entity seeking to establish a new pre-licensure nursing education program should provide a letter of intent to the Board Office that includes contact information (primary contact person, email address, phone number, and school address).
2. The timeline for the proposal approval process is limited to a one-year period beginning when the first proposal submission is received in the Board Office.

3. The proposal shall include approval documents from TWC and/or THECB, or an exemption from the need for that approval.
 4. The proposal shall be written by the individual proposed to serve as program director who meets the qualifications in Rule 215.6(f) and intends to be the program director.
 5. At least one potential faculty member shall be named who will assist in the curriculum development.
 6. The proposal shall follow this guideline and the recommendations in the *New Proposal Approval Process Including Resources for Proposal Development (2020)* accessible on the BON website.
 7. The **first submission** of the proposal should be submitted to Texas Board of Nursing, 1801 Congress Avenue, Suite 10-200, Austin, TX 78701, ATTENTION: Dr. Kristin Benton, Director of Nursing.
 - A. A cover page shall give the date of the proposal; the name, address, email address, phone, and fax numbers for the governing entity; name and credentials of the proposed director of the program; and the name of the contact person(s), if different from the proposed director.
 - B. Provide a table of contents listing sections and appendices with sequential page numbers of all pages throughout the proposal.
 - C. The proposal shall be written in a narrative format with supporting data in tables and graphs and with consideration of the importance of proper grammar and arrangement of content.
 - D. Appendices will include:
 - Letters of Support;
 - Copies of survey forms submitted to health care facilities and to students (NOT the completed surveys);
 - Nursing Faculty Handbook;
 - Nursing Student Handbook;
 - *Abbreviated Syllabi for all nursing courses;
 - *One complete syllabus as an example of those issued to students that include all information provided to students for the specific course;
 - Clinical Evaluation Tools for all clinical levels that show the progression of clinical expectations across the program;
 - Total Program Evaluation Plan;
 - Signed Clinical Contracts; and
 - **Photographs of the facilities and learning environment including reception area, offices, classrooms, skills and simulation labs with equipment, storage area, secured filing area, auditorium, student and faculty lounges, study areas, other (please label each photo).
- *Board Staff may request complete syllabi for all courses as needed to evaluate the curriculum and the plans for evaluation of learning.

****If a site visit to the facilities is not feasible prior to presentation to the Board, a video of the school and nursing facilities will suffice to evaluate the adequacy of the physical facilities.**

- E. A reference list in current APA format for documents cited in the proposal shall be provided.
8. A completed application form with the proper fee should be submitted to the Board office [Rule 223.1(9)] when two (2) copies of the proposal are submitted on USB drives to: Dr. Kristin Benton, Director of Nursing, Texas Board of Nursing, 1801 Congress Avenue, Suite 10-200, Austin, TX 78701.
9. Steps in the approval process:
 - A. An education consultant will make a preliminary review of the first proposal within two weeks of receipt and will advise the program if any essential items are not included. This review does not critique the quality of the information in the proposal, but only ensures the inclusion of the following **essential items**:
 - Strong evidence that the program is needed in the area is provided;
 - A qualified director has prepared the proposal;
 - Adequate qualified nursing faculty are available;
 - The curriculum is built on sound principles and incorporates required content in Rules 214.9 and 215.9;
 - Adequate clinical practice settings have been obtained as evidenced by signed clinical contracts;
 - Clinical Evaluation Tools are included;
 - A total program evaluation plan is in place;
 - Appropriate resources (budget, physical learning environment) are adequate to begin and sustain the program; and
 - Student and Faculty Handbooks are provided.

Proposals that are incomplete will **not** go forward in the review process. If **one** or more essential item is missing, the program will be advised and given a choice to: (1) have the application fee returned and stop the process, or (2) continue the process by submitting the essential items that are missing. This may require a new complete proposal.

If the application fee is returned, the proposal must be submitted anew with a new fee and must include previously missing items. The one-year period will begin anew.

- B. If the initial proposal includes **all** essential items, two education consultants will review the full proposal in detail to determine that the guideline was followed and that all required standards set forth in Rule 214, Vocational Nursing Education, or Rule 215, Professional Nursing Education, are fully addressed.

- C. Board Staff may suggest revisions or additions to the proposal to add clarity and needed information. Board Staff recommend that their suggestions are integrated into the proposal.
 - D. After the changes are made, a second (revised) submission of the complete proposal must be received by the sixth month of the year-long process. The final proposal provided in PDF with bookmarks on two USB drives must be received in the Board Office at least two months before the targeted Board meeting to allow a final review and formatting. The proposal is then submitted online to the Board members about six weeks prior to the Board meeting.
 - F. During the process, the proposed program director should provide the education consultants with regular updates of the progress of the proposal.
 - G. Board Staff may request additional information to ensure the program is complete.
10. The education consultants **may** schedule an in-house or virtual consultation visit with the proposal authors when the proposal is determined to be near readiness for Board presentation. Depending upon the circumstances, Board Staff may conduct an on-site or a virtual survey visit, or request a video of the facilities prior to the presentation of the proposal to the Board.
11. A Public Hearing will be held during the Board Meeting prior to the presentation of the proposal to the Board. The Public Hearing allows stakeholders to speak for or against the proposal. The public may also submit written feedback to the Board by a set deadline. Program representatives should be prepared to address and public concerns at the Public Hearing.
12. Following the presentation and question/answer time, the Board will make a decision about the initial approval. The Board may:
- A. approve the proposal,
 - B. defer action on the proposal, or
 - C. deny further consideration of the proposal.
13. Students shall **not** be enrolled until the program is approved by the Board.
14. If the Board denies approval of the program, the governing entity must wait at least 12 calendar months from the date of the denial before submitting a new proposal to establish a new professional nursing education program.
14. A proposal without action for one calendar year from the date of receipt of the first submission will be considered inactive and removed from the cue.

REQUIRED PROPOSAL CONTENT AREAS
NEW PRE-LICENSURE NURSING EDUCATION PROGRAM [RULES 214.3(a) and 215.3(a)]

The proposal shall include the following sections with information written in a narrative:

PURPOSE AND NEED FOR PROGRAM [Rules 214.3 and 215.3]:

- An Executive Summary (one paragraph description of the proposed program as the beginning statement) including:
 - Name and type of program
 - Location
 - Starting date
 - Number of students
 - Format for delivery of curriculum
 - Length of time for completion
- Rationale for the program
- Evidence that the program is needed in the local community and that there will be job opportunities for graduates (A survey of health care facilities in the community conducted by the program will provide data supporting the need for the program. Please provide a copy of the survey tool and survey data in a table.)
- Data from a survey of potential students conducted by the program to indicate the sustainability of the program. (Please provide a copy of the survey tool and survey data a table.)
- A list of other nursing programs in the area with information about the number of qualified applicants that they were unable to admit, annual enrollment, graduates, and vacancies for two years for each program that demonstrates a need for another program in the area.
- Letters of support from community leaders, including administrators of health care facilities indicating their interest in providing clinical opportunities for students and job opportunities for graduates

ADMINISTRATION AND ORGANIZATION [Rules 214.3 and 215.3; Rules 214.6 and 215.6]

- Information about the governing entity:
 - Name and location
 - History of the governing entity
 - Accreditation/approval status with certificates
 - Recommendations from regulatory or accreditation agencies
 - Other programs or businesses and effectiveness data of the entities
 - Relationship to partners and associates
- A letter of support from the administrator of the governing entity
- Budget of the governing entity that demonstrates financial stability to support the new program
- Projected budget for the nursing program for two years including:
 - Director and faculty salaries

- Secretarial and support staff salaries
- Library resources
- Technical equipment: computers, audiovisual, other technology
- Skills and simulation laboratories
- Durable and non-durable equipment
- Organizational charts for the governing entity and the nursing department/program
- New Program Director Qualification Form as evidence that the proposed director is prepared for this role, and a one-page Curriculum Vitae (Please email the complete CV and copies of transcripts to Board Staff to verify academic credentials.)

FACULTY [Rules 214.7 and 215.7]

- A description of plans for recruiting faculty
- Table listing potential qualified faculty (may be de-identified) indicating academic credentials, past teaching/work experience, and teaching assignments
- Copy of Nursing Faculty Handbook that includes specific policies outlined in Rules 214.7 and 215.7, including faculty organization; workload; job descriptions; faculty responsibilities; faculty development, orientation, and evaluation; and Peer Review (Links to Rule 217.19-217.20). (Other helpful information to guide faculty in their teaching responsibilities in this institution as well as policies and processes used in the nursing program may be included in the Handbook.)
- Please do not include faculty CVs.

STUDENTS [Rules 214.8 and 215.8]

- Table indicating projected student enrollment and graduation for five years
- Plan for recruitment and enrollment of students
- Copy of Nursing Student Handbook with required written student policies including policies for admission, dismissal, progression, and graduation; policies for student involvement in the governance (The Handbook may include all information that will be helpful for student success.)
- Policies or evidence that students receive eligibility information and the licensure process for the NCLEX examination (A form shall be provided to students to sign as validation of receipt of this information and included in the Handbook.)

PROGRAM OF STUDY [Rules 214.5 and 215.5; Rules 214.9 and 215.9]

Proposed program of study including:

- Philosophy/mission
- Program objectives
- Total Curriculum Plan, including general education requirements
- Calendar/sequence of the program of study
- Course descriptions for each nursing course and clinical learning experiences

- Explanation of details about the curriculum plan
- Inclusion of labs, simulation, computer, and hands-on care
- Discussion of how the *Differentiated Essential Competencies* are integrated into the curriculum and how students' competencies are evaluated
- Instructional strategies including online formats
- Testing and evaluation of students, grading policies
- Evidence of the following content:
 - Systematic approach to clinical decision making; nursing process
 - Five content areas: medical-surgical, maternal/child health, pediatrics, mental health, and geriatric nursing
 - Professional values including: ethics, safety, diversity, and confidentiality
 - Nursing practice: promotion, prevention, rehabilitation, maintenance, and restoration of health; palliative and end-of-life care for individuals of all ages across the lifespan
 - Inclusion of standards of nursing practice
- Abbreviated syllabi for all nursing courses that include:
 - Course title and number
 - Course description
 - Course objectives (clinical objectives for clinical courses or clinical requirements)
 - Format of delivery: online, hybrid, face-to-face, labs, etc.
 - List of general content to be covered
 - Class schedule with unit objectives, assignments, tests, etc.
 - Required textbooks
 - Grading criteria for course; grading criteria for assignments
- Discussion of how the curriculum prepares students for educational mobility or reports articulation agreements

CLINICAL LEARNING EXPERIENCES [Rules 214.10 and 215.10]

- Criteria for selection of clinical settings and for evaluating the effectiveness of the settings
- List of clinical affiliating agencies with contact information for verification of agreement
- Signed clinical contracts
- Letters from administrators of contracted hospitals supporting program
- Impact of new program on other nursing programs in the area (including the effects on clinical placements)
- Plans for collaboration with other nursing programs in the area
- Discussion of policies for students and faculty related to clinical practice
- Description of how clinical settings will provide practice opportunities for curriculum content areas
- Rationales for clinical hours required for skills and simulation laboratories, computer clinical assignments, and hands-on clinical experiences
- Plans for clinical supervision of students
- Plans for using preceptors, criteria for selection, orientation, and evaluation

- Description of evaluation of students in the clinical area
- Clinical Evaluation Tools indicating progression across the curriculum and measurement models for cognitive, affective, and psychomotor achievement in clinical
- Sample clinical rotation schedule

FACILITIES, RESOURCES, AND SERVICES [Rules 214.11 and 215.11]

- Adequacy of support staff for program
- Description of physical resources: offices for director and faculty; space for clerical staff; files, equipment, space for storing records; classrooms; laboratories; simulation setting; conference rooms. (floor plans, photographs, drawings as evidence)
- Library resources
- Technology; resources and support for online learning
- Adequate restrooms and lounges sufficient to meet Americans with Disabilities Act accessibility and compliance requirements
- Availability of student services including developmental learning programs, learning assessment programs, counseling services, and resources to promote retention of nursing students

RECORDS AND REPORTS [Rules 214.12 and 215.12]

Provide a written plan for the storage and retention of program related records, including long-term access for student files and transcripts.

TOTAL PROGRAM EVALUATION [Rules 214.13 and 215.13]

A possible evaluation table is shown below, though other models will suffice. A format used for national nursing accreditation is acceptable. Required components for total program evaluation (TPE):

| Components of evaluation | | | | | |
|---------------------------------|--------------------|--------------------------------|-------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Evaluation Criteria | Methodology | Frequency of evaluation | Assignment of responsibility | Indicators (benchmarks) of effectiveness | Instructional effectiveness (outcomes) |
| Organization & Administration | | | | | |
| Philosophy & Objectives | | | | | |
| Curriculum | | | | | |
| Facilities, resources, services | | | | | |
| Clinical Learning Activities | | | | | |
| Student | | | | | |

| | | | | | |
|-----------------------|--|--|--|--|--|
| achievements | | | | | |
| NCLEX results | | | | | |
| Graduates' competence | | | | | |
| Faculty performance | | | | | |
| Extension sites | | | | | |
| Evaluation tools | | | | | |

Please provide a description of how the data from the TPE will be used for decision-making and quality improvement.

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| APPLICATION FOR APPROVAL OF NEW NURSING EDUCATION PROGRAM |
| Name of Governing Entity Applying for Approval of New Nursing Education Program: |
| Name and Title of the Administrator of the Governing Entity: |
| Address: |
| Website Address: |
| Telephone Number: |
| Official Title of Proposed Nursing Education Program: |
| Type of Proposed Nursing Education Program (VN, ADN, BSN, APRN): |
| Address, if different than above: |
| Telephone Number, if different than above: |
| Name and Credentials of Proposed Program Director: |
| Telephone Number of Proposed Program Director: |
| Email Address of Proposed Program Director: |
| New Nursing Education Program Approval Fee (\$2,500) as indicated in Rule 223.1(9) must be submitted at the time the Proposal to Establish a New Nursing Education Program is submitted. |
| BON staff, as part of the New Nursing Education Program Approval process, will determine the adequacy of the facilities by reviewing photos, a video of the setting, or a survey visit of the proposed nursing education program. |

BON USE ONLY

Date Received: _____ Payment Number: _____ Amount: _____

Deposit Number: _____ Date of Deposit: _____